



## QUARTERLY EFFORT CERTIFICATION

Charges for salaries and benefits must be supported by periodic certifications. These certifications will be prepared quarterly and will be signed by the employee or a responsible official having first-hand knowledge of the work performed by the employee.

I, \_\_\_\_\_, \_\_\_\_\_  
(Employee or Responsible Official) (Title)

having first-hand knowledge of the work performed, certify that the employees listed below have performed duties benefiting the \_\_\_\_\_ in the percentages shown, and the salaries and benefits are reasonable in relation to the work performed for the period of \_\_\_\_\_.

Employee	Position	Percentage of total assignment

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Employee or Responsible Official)